

Agreement between The Bournemouth and Poole College and Students in Homestay Accommodation

Terms and Conditions for Students staying in Host Family Accommodation

Arrangement of Accommodation

If you have booked your accommodation in advance through the accommodation office you should have completed the Accommodation Booking Form. This must contain accurate information about you. Any changes to your circumstances must be reported or The College will not accept responsibility for the accommodation being unsuitable.

Minimum Stay Rule

Any booking will be for a minimum of 4 weeks with a 1 week notice period (unless you are part of a pre organised short stay group). Any student wanting to leave their accommodation, whether over or under 18 **MUST** contact the Accommodation Officer and notify them about the intention to leave prior to doing so. Students who are under 18, will need to come and see the Accommodation Officer and notify the host family prior to doing so. Students under 18 will require written permission from their parent/guardian before they can move out of host family accommodation.

When you Arrive

By law you are required to provide the following information to your host family: name, home address, telephone number, date of arrival, passport number, UK mobile number, and where relevant, car registration number. This should be recorded in a visitor's book that the host family will provide.

Room Furnishings

You can expect a furnished room to include:

- Single or double bed standard bed
- Adequate storage space, i.e. wardrobe, chest of drawers
- Table/desk and chair (or suitable study area in the house – i.e. dining table)
- Adequate heating i.e. radiator
- Adequate lighting i.e. good room light, and side lamp
- Adequate soft furnishings, e.g. carpets, curtains, lampshade, bed linen etc.
- Accommodation will have an acceptable standard of décor, cleanliness and maintenance.

Access to your room and your homestay

Your family will need access to your room to change the bed linen and they will usually make you aware of a regular time when they will do this. You will be expected to keep your room clean and tidy, though your family may wish to give your room a thorough clean from time to time. Take care of your house keys and remember to return them at the end of your stay. Students are expected to honour the privacy of the family and other students, i.e. not enter other rooms in the house unless allowed / asked to.

Facilities

Internet - Students will be able to access the internet via the host family internet connection. Please talk to your host to gain access.

Showering - You can expect to have a daily bath or shower, although not all English homes have shower facilities. You must provide your own personal toiletries, e.g. shampoo, toothpaste, deodorant etc. Please do not leave hot taps running. You will also need to be careful that baths and showers do not overflow and cause damage. From the student's point of view, Homestay Accommodation offers the best value for money. It is not perfect and as a 'paying guest' you will have to adjust to the family's timetable, not the other way around. If you like to stay out late and stay in bed in the morning then this type of accommodation is not suitable for you. If you want extra food and drinks, you must pay for them.

Laundry - Most families will do your laundry for you although some may let you do your own laundry in the home. You will need to speak to your host family to come to an agreement with them. One load of laundry a week is included in your weekly rent. Any extra may incur an additional charge

Telephone - Use of the telephone is not included in the price and it is up to the family whether or not they let you use their telephone for outgoing calls and at what cost. You should be able to receive incoming calls at a reasonable time of the day. Please discuss the use of the telephone with your family.

If you register your mobile phone under your homestay address, you must tell your host family you are doing this and make sure all your bills are paid before you leave. Please treat this as a serious issue.

Meal Times

Host families are expected to provide only the meals specified in the students' accommodation confirmation letter. (Breakfast and evening meal during the week. Breakfast, lunch and evening meal at the weekend.) Students must notify their families if they are going to miss their meals and explain why.

Host families are expected to provide standard meals to their students (unless they have special dietary requirements stated previously on the accommodation application form.) Students must not expect their host families to cook meals or buy products representing their native diets / cuisine. The College provides various food outlets to purchase lunch and snacks during the day

Students must not help themselves to the contents of the fridge, cupboards, drawers, etc. unless they get permission from their host family.

Guests

Students must check with their host family if they would like to bring guests home with them.

Curfew

If you are aged under 18 you will have been given a curfew before you arrive at your host family. Students must adhere to curfew hours and sociable hours. The curfew hours for 16-year-olds is 21:00 and for 17-year-old students is 22:00, however if your parent/guardian has agreed something different, this will need to be stated before you arrive. Although there are no curfews for over 18s, social hours apply and students need to adhere to the rules agreed with their host families. Always take your mobile telephone if you are going out in the evening so you can keep in touch with your host family.

Home Alone

We are aware that on some occasions students may be allowed to stay alone in the house. If this happens you will need to contact the Accommodation Officer for support. Whilst you have the family's permission to be there, you must not have parties or take friends back to the house while the family are away.

Family Obligations

The College selects and monitors its host families with care. They are selected to conform with UK regulations – Disclosure and Barring Service – and to provide a good level of comfort and space for students, to ensure their treatment of students is fair and kind. Host families are expected to integrate students to family life by involving you in meals and other activities. Host families are also to encourage students to speak English as much as possible in their family home.

Payments

There are three different payment methods:

Payment Method	Information
Direct	Student will pay host family when they arrive. A payment of 4 weeks rent should be paid along with 1 weeks deposit. This payment should be carried on through students stay with host family and at a time agreed with host family. It is essential a receipt is given to each party, confirming the payment made.
College pays first 4 weeks	Students may initially pay the college for the first 4 weeks accommodation. The College will then transfer this across to the host family at the next payment date. After the first 4 weeks, the student must begin to pay the host family on a weekly/monthly basis. It is essential a receipt is given to each party, confirming the payment made.
College pays for full term of accommodation	Students may decide to pay the full cost of accommodation for the duration of their stay to The College. The College will transfer this amount on a 4 weekly basis to the host family as per the payment calendar given to all host families.

Any student staying with a host during the Christmas holidays (2 weeks) and the Easter holidays (2 weeks) must pay an additional £10 per week. If the student is going away during the holidays they can pay a £25 retainer fee per week to keep the room. If students leave earlier than the official holiday and/or return later they have to pay the full rate.

Change of Host Family

After the initial booking period, if you want to leave your accommodation you must inform both your family and the Accommodation Officer at least 1 week in advance of leaving. You must inform the Accommodation Officer of your new address and relevant contact details.

Where you want to change families because you are unsatisfied with the present family and would like The College to find another family for you, you must have a good reason.

The following reasons are **NOT** considered as good reasons and will **NOT** result in The College changing the host family:

- **Distance** – provided that there is sufficient public transport to the college. Students must allow a minimum 20 – 40 minutes on public transport.

- **Means of Transport** – students must accept they may need to travel by bus (or train if more convenient and quicker) rather than walk or cycle. Some host families also provide a parking space for one or two cars for some students, if they want to drive to the college. Host families are not responsible for taking students to and from the college, or any other locations unless in emergency situations, or if they agree otherwise.
- **Location** - Students must realise that not all accommodation is close to shops or bars and clubs and that this is not a requirement of a homestay location.

The Accommodation Officer will undertake to make one change of family, free of charge. Any further changes will incur an arrangement fee of £50.

Safeguarding

The College has a statutory duty under the Education Act of 2002, to provide for and safeguard the welfare of children. With regard to host families, we are committed to ensuring a safe environment in which young people can live and learn whilst they are at college.

The College has designated Safeguarding Officers, who may be contacted during College hours by anyone having concerns about a young person who attends this college.

Safeguarding Team contact details during College opening times:

North Road	07714 851103
Lansdowne	07774 974781
Fulcrum	07528 364120
LCH	07816 549536

Out of Hours Emergency Contact- 07710 533499

Emergencies

If you have a serious problem and you require help, there are a number of things you can do. If the emergency takes place during the working weekday, you can contact the accommodation office on 01202 205317. If it is out of College opening hours, you should telephone your host family in the first instance for advice. Further information is available in the student handbook.

Liabilities

The College accepts no liability for incidents or accidents which take place in your host family accommodation. It is advisable to have travel and medical insurance set up before you arrive.

We hope you have an enjoyable time during your stay with a host family. If you wish to make contact with the Accommodation Officer please either phone 01202 205317 or studentaccommodation@bpc.ac.uk